



President’s Cabinet Meeting Minutes

Date: Tuesday, December 2, 2014
Present: President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Finton, Steve Goetchius, Christine Languth, Meghan La Casse, Mike Lopez, Laura Qin, Louise Summa & Marge Valentin
Absent with cause:

Topic	Discussion	Action
1. Approval of Cabinet Minutes from 11-18-14	Approved	Meghan will disseminate to the College Community.
2. Student Services Update	<p>Steve F. and Christine provided an update from Student Services. The data so far shows that although TRCC is down in the number of applications received, we are on par with registrations from this time last year. Admissions is working hard on a variety of initiatives to increase enrollment: reaching out to the 800 students who completed Fall 2014 applications but did not register; high school visits; Go Back to Get Ahead Event; radio and newspaper advertising – including <i>The Dolphin</i>. Please see Student Services attachments.</p> <p>Cabinet also had a lengthy discussion regarding the admissions and advising processes. Steve F. and Christine, along with student services, will be analyzing these processes in an effort to streamline.</p>	NA
3. TRC Foundation & Alumni Report	<ul style="list-style-type: none"> • The TRC Foundation will be hosting a Meet & Greet on Wednesday, December 10 from 1 – 3 in the Gallery. Students, faculty and staff are invited to come meeting the TRC Foundation board members. • The scholarship deadline for Dominion/Millstone is February 15. Betty and Kem are working on ways to make the scholarships more visible on the TRCC website. • The TRCF Annual Campaign is still ongoing – stay tuned for the final fundraising results. 	NA



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	<ul style="list-style-type: none"> The book release party for Mark Comeau was a huge success with over 125 attendees. 	
4. Holiday Luncheon	The President’s Office recently sent out a survey regarding the Holiday Party. The general consensus was that staff did not agree with having a holiday lunch. Instead, the President’s Office will be hosting an open house on Thursday, December 18 from 11am – 1pm in C209 & C207 with refreshments and desserts. An invite will be forthcoming.	Meghan will organize the invite and food.
5. All other business	<ul style="list-style-type: none"> President Jukoski reported on the recent Transform 2020 Executive Steering Committee Meeting. Dr. Gray has agreed to slow down the timeline for Transform 2020 in order to gain more feedback from faculty and staff. Marge reported on Workforce and Community Education. Electric Boat is exploring a new apprenticeship program in electrical and mechanical engineering. WCE also recently implemented an online registration system. 	NA

MEETING ADJOURNED AT 11:15 am